

# User's Guide



## **Brother numbers**

#### **IMPORTANT**

For technical help, you must call the country where you bought the machine. Calls must be made *from within* that country.

## Register your product

By registering your product with Brother International Corporation, you will be recorded as the original owner of the product. Your registration with Brother:

- may serve as a confirmation of the purchase date of your product should you lose your receipt;
- may support an insurance claim by you in the event of product loss covered by insurance; and,
- will help us notify you of enhancements to your product and special offers.

Complete and fax the Brother Warranty Registration and Test Sheet or, for your convenience and most efficient way to register your new product, register on-line at

http://www.brother.com/registration

## FAQs (frequently asked questions)

The Brother Solutions Center is our one-stop resource for all your Fax Machine/Multi-Function Center needs. You can download the latest software and utilities and read FAQs and troubleshooting tips to learn how to get the most from your Brother product.

http://support.brother.com

#### NOTE

You can check here for Brother driver updates.

To keep your machine's performance up to date, check here for the latest firmware upgrade.

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i

#### For Customer Service

In Canada: www.brother.ca/support

(Self-Service Videos/Email/Chat/Facebook/Twitter Help)

#### Service Center locations (Canada only)

For the location of a Brother authorized service center, visit www.brother.ca/support.

## **Ordering supplies**

For best quality results use only genuine Brother supplies, which are available at most Brother retailers. If you cannot find the supply you need and have a Visa, MasterCard, Discover, or American Express credit card, or PayPal account, you can order directly from Brother. Visit us online for a complete selection of the Brother accessories and supplies that are available for purchase.

#### NOTE

In Canada, only Visa and MasterCard are accepted.

In Canada:

http://www.brother.ca

#### Order information

Description	Item
Toner Cartridge	TN-1030 (Standard, Approx. 1,000 pages) 12
Drum Unit	DR-1030 (Approx. 10,000 pages) <sup>13</sup>
User's Guide	LES329001 (English for Canada) LES329002 (French for Canada)
Quick Setup Guide	LES327001 (English for Canada) LES441001 (French for Canada)

Letter or A4 size single-sided pages.

<sup>&</sup>lt;sup>2</sup> Approximate cartridge yield is declared in accordance with ISO/IEC 19752.

<sup>&</sup>lt;sup>3</sup> Life is approximate and may vary by type of use.

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# User's Guides and where do I find them?

Which Guide?	What's in it?	Where is it?
Product Safety Guide	Read this Guide first. Read the Safety Instructions before you set up your machine. See this Guide for trademarks and legal limitations.	Printed / In the Box
Quick Setup Guide	Follow the instructions for setting up your machine and installing the drivers and software for the operating system and connection type you are using.	Printed / In the Box
User's Guide	Learn the Scan and Copy operations. See troubleshooting tips and machine specifications.	Printed / In the Box PDF file / Brother Solutions Center <sup>1</sup>
Software and Network User's Guide	This Guide provides instructions for Scanning, Printing and other operations that can be performed by connecting your Brother machine to a computer. You can also find useful information about using the Brother ControlCenter utility, using your machine in a network environment, and frequently used terms.	(Windows <sup>®</sup> ) HTML file / CD-ROM / In the Box (Macintosh) HTML file / Brother Solutions Center <sup>1</sup>
Mobile Print/Scan Guide for Brother iPrint&Scan (For Wireless network model)	This Guide provides useful information about printing from your mobile device and scanning from your Brother machine to your mobile device when connected on a Wi-Fi <sup>®</sup> network.	PDF file / Brother Solutions Center <sup>1</sup>

<sup>&</sup>lt;sup>1</sup> Visit us at http://support.brother.com.

# **Table of Contents**

1	General information	1
	Using the documentation	1
	Symbols and conventions used in the documentation	
	Accessing Brother Utilities (Windows®)	
	Accessing the Software and Network User's Guide	3
	Viewing Documentation	
	Accessing Brother CreativeCenter	
	Control panel overview	
	Menu and features	
	On-screen programming	
	Menu table	
	1. General Setup	
	2. Copy	
	3. Printer	
	4. Network (For DCP-1612W only)	
	5. Machine Info.	
	Entering text	
	Wireless network models	
	Ecology features	
	Deep Sleep mode	
	Auto Power Off	
	Toner Settings	
	Toner Setting (Continue mode)	
	Toner Setting (Continue mode)	
2	Paper Setting	18
	Daner cottings	10
	Paper Settings	
	Paper Type	
	Paper Size	
	Acceptable paper	
	Recommended paper and print media	
	Paper tray capacity	10
3	Loading documents	20
	How to load documents	20
	Using the scanner glass	20
4	Making copies	21
	How to copy	21
	ID COPY	
	Double-sided ID Copy	
	One-sided ID Copy	
	Other copies	

5	How to scan to a computer	26
	Scanning a document as a PDF file using ControlCenter4	26
	Scanning using the SCAN key	
	SCAN key settings	
Α	Troubleshooting and other information	31
	Consumable items	31
	Identifying your problem	33
	Error and maintenance messages	34
	Improving the print quality	
	Paper Jams	
	Cleaning and Checking the machine	
В	Specifications	43
	General	43
	Document Size	
	Print Media	45
	Copy	45
	Scanner	46
	Printer	
	Network (LAN) (DCP-1612W only)	47
_	Index	48

## **General information**

## Using the documentation

Thank you for buying a Brother machine! Reading the documentation will help you make the most of your machine.

## Symbols and conventions used in the documentation

The following symbols and conventions are used throughout the documentation.

#### WARNING

WARNING indicates a potentially hazardous situation which, if not avoided, could result in death or serious injuries.

### IMPORTANT

IMPORTANT indicates a potentially hazardous situation which, if not avoided, may result in damage to property or loss of product functionality.

#### NOTE

NOTE specifies the operating environment, conditions for installation, or special conditions of use.



Prohibition icons indicate actions that must not be performed.



Electrical Hazard icons alert you to a possible electrical shock.



Hot Surface icons warn you not to touch machine parts that are hot.



Fire hazard icons alert you to the possibility of fire.

**Bold** Bold style identifies keys on the

machine's control panel or on the computer screen.

Italics Italicized style emphasizes an

important point or refers you to

a related topic.

Courier New

Courier New font identifies the messages shown on the LCD

of the machine.

Follow all warnings and instructions marked on the product.

#### NOTE

- · Most of the illustrations in this User's Guide show the DCP-1612W.
- · This User's Guide applies to the following models:
  - · For Wireless network models: DCP-1612W

## Accessing Brother Utilities (Windows®)

**Brother Utilities** 



is an application launcher that offers convenient access to all Brother

applications installed on your device.

(Windows<sup>®</sup> XP, Windows Vista<sup>®</sup>, Windows<sup>®</sup> 7, Windows Server<sup>®</sup> 2003, Windows Server<sup>®</sup> 2008 and Windows Server<sup>®</sup> 2008 R2)

Click



(Start) > All Programs > Brother > Brother Utilities.

(Windows® 8 and Windows Server® 2012)

Tap or double-click



(Brother Utilities) either on the Start screen or the desktop.

(Windows® 8.1 and Windows Server® 2012 R2)

Move your mouse to the lower left corner of the **Start** screen and click (if you are using a touch-based device, swipe up from the bottom of the **Start** screen to display the **Apps** 

screen). When the Apps screen appears, tap or click



(Brother Utilities).

Select your machine.



3 Choose the function you want to use.

# Accessing the Software and Network User's Guide

This User's Guide does not contain all the information about the machine such as how to use the advanced features for Printer, Scanner and Network <sup>1</sup>. When you are ready to learn detailed information about these operations, read the Software and Network User's Guide that is on the installer CD-ROM for Windows<sup>®</sup> users.

Macintosh users can read the Software and Network User's Guide by downloading it from the Brother Solutions Center (http://support.brother.com).

## **Viewing Documentation**

### Viewing Documentation (Windows®)

(Windows® 7/Windows Vista®/Windows® XP)





(Start) > All Programs >

Brother > Brother Utilities, and then click the drop-down list and select your model name (if not already selected). Click Support in the left navigation bar, and then click User's Guides.

(Windows® 8)





(Brother Utilities), and then

click the drop-down list and select your model name (if not already selected). Click **Support** in the left navigation bar, and then click **User's Guides**.

If you have not installed the software, you can find the documentation on the installer CD-ROM by following the instructions below:

1 Turn on your computer. Insert the installer CD-ROM into your CD-ROM drive.

#### NOTE

If the Brother screen does not appear, go to **Computer (My Computer)**.

(For Windows® 8: Click the



(File

**Explorer**) icon on the taskbar, and then go to **Computer (This PC)**.) Double-click the CD-ROM icon, and then double-click **start.exe**.

- 2 If the model name screen appears, click your model name.
- 3 If the language screen appears, click your language. The CD-ROM Top Menu will appear.



- 4 Click User's Guides.
- Click **User's guides on the CD-ROM**. If the country screen appears, choose your country, and then click the document you want to read.

Wireless network models

# How to find Network setup instructions (For Wireless network models)

Your machine can be connected to a wireless network.

Basic setup instructions, see Quick Setup Guide.

If your wireless access point or router supports Wi-Fi Protected Setup or AOSS™, see Quick Setup Guide.

For more information about network setup, see Software and Network User's Guide.

# Accessing Brother CreativeCenter

If you are using Windows®, double-click the



(Brother CreativeCenter) icon on your

desktop to access our FREE website designed as a resource to help you easily create and print customized materials for business and home use with photos, text and creative touch.

Mac users can access Brother CreativeCenter at this web address: http://www.brother.com/creativecenter.

## **Control panel overview**

The illustrations of the control panel in this User's Guide show the DCP-1612W.



#### 1 LCD

Displays messages to help you set up and use your machine.

#### 2 Menu keys:

#### Menu

Lets you access the Menu to program your settings in the machine.

#### Clear

Deletes entered data or lets you cancel the current setting.

#### OK

Lets you store your settings and confirm LCD messages on the machine.

#### ▼ or ▲

Press to scroll through the menus and options.

#### 3 SCAN

Puts the machine in SCAN mode.

#### 4 On/Off

Press to turn the machine on. Press and hold down to turn the machine off.

#### 5 Stop/Exit

Stops an operation or exits from a menu. Press this key to cancel the print job.

#### 6 Start

Lets you start making copies or scanning.

#### 7 2 in 1 (ID) Copy/Copy Options (DCP-1612W)

You can copy both sides of your Identification card onto one page with the original size.

You can quickly and easily choose temporary settings for copying.

#### **Copy Options (DCP-1512)**

You can quickly and easily choose temporary settings for copying.

#### 8 2 in 1 (ID) Copy (DCP-1512)

You can copy both sides of your Identification card onto one page with the original size.

#### WiFi (DCP-1612W)

Press the **WiFi** button and launch the wireless installer on your computer. Follow the onscreen instructions to set up a wireless connection between your machine and your network.

When the WiFi light is on, your Brother machine is connected to a wireless access point. When the WiFi light blinks, the wireless connection is down, or your machine is in the process of connecting to a wireless access point.

## Menu and features

## **On-screen programming**

Your machine has been designed to be easy to use. The LCD provides on-screen programming using the menu keys.

#### How to access the menu mode

- 1 Press Menu.
- Scroll through each menu level by pressing ▲ or ▼.
- Press **OK** when the option you want appears on the LCD.
  The LCD will then show the next menu level.
- Press ▲ or ▼ to scroll to your next menu selection, and then press OK.
- Press ▲ or ▼ to display the option you want, and then press OK.
  When you have finished setting an option, the LCD will show Accepted.
- 6 Press **Stop/Exit** to exit Menu mode.

### Menu table

Using the menu table, you can change the settings in your machine by pressing ▲ and ▼ and OK. Press Menu, and then according to what is shown on the LCD, press ▲ and ▼ to display different menu options. Press OK to select an option.

In the below example, the paper type setting is changed from Plain to Recycled Paper.

#### 1. General Setup

Level 2	Level 3	Descriptions 1	Options
1 Paper	1 Paper Type		Plain*
			Recycled Paper

- 1 Press Menu.
- Press A or ▼ to choose 1.General Setup. Press OK.
- 3 Press A or ▼ to choose 1. Paper. Press OK.
- 4 Press ▲ or ▼ to choose 1. Paper Type. Press OK.
- 5 Press ▲ or ▼ to choose Recycled Paper. Press OK.
- 6 Press Stop/Exit.

# 1. General Setup

## 1. General Setup

Level 2	Level 3	Descriptions 1	Options	Descriptions 2	Page
1.Paper	1.Paper Type		Plain*		18
			Recycled Paper		
	2.Paper Size	Sets the size of the paper in the paper tray.	A4		18
			Letter*		
			Legal		
			Folio		
			A5 <sup>1</sup>		
			A5 L <sup>1</sup>		
			B5 <sup>1</sup>		
			Executive 1		
2.Ecology	1.Toner Save	You can save toner using this feature.	On	Increases the page yield of the toner cartridge. When you set Toner Save to On, print appears lighter.	
			Off*		1
	2.Auto Power Off	If the machine remains in Deep Sleep mode for the time set in the Auto Power Off settings, it will automatically go into Power Off mode.	Off* 1 hour 2 hours 4 hours 8 hours		17
		To disable the Power Off mode, press and hold .			
3.LCD Contrast	_	Adjusts the contrast of the LCD.	-000 <b>0</b> + -00 <b>0</b> 0+ -0000+ -0000+	Press ▲ to make the LCD darker, or press ▼ to make the LCD lighter.	
			-■□□□□+		
The factory setting	s are shown in Bold	I with an asterisk.			

## 1. General Setup (continued)

Level 2	Level 3	Descriptions 1	Options	Descriptions 2	Page
4.Replace Toner	_	Sets the machine to continue or stop printing after the LCD shows Replace Toner.	Continue	The machine will continue printing. Replace the toner cartridge with a new one after the LCD shows Toner Ended.	17
			Stop*	The machine will stop printing. Replace the toner cartridge with a new one.	
5.Reset	1.Machine Reset 1	Restores all the function settings to factory default.	▲ Reset		
	Tacto	factory default.	▼ Exit	Cancel restore and exit the menu.	
	2.Network 1 Restores all network settings to the factory default.		▲ Reset		
		▼ Exit	Cancel restore and exit the menu.		
	3.All Settings <sup>2</sup>	Restores all the machine settings to	▲ Reset		
		factory default.  Restores all the function settings to factory default.	▼ Exit	Cancel restore and exit the menu.	
0.Local Language	_	Allows you to change the LCD language for your country.	English* Français		

<sup>&</sup>lt;sup>1</sup> For DCP-1612W only

 $<sup>^2</sup>$   $\,$  For DCP-1512, this menu is 1.All Settings.

## 2. Copy

## 2. Copy

Level 2	Level 3	Descriptions 1	Options	Descriptions 2	Page
1.Quality	_	You can choose the Copy resolution for your type of document.	Auto*	Auto is the recommended mode for ordinary printouts. Suitable for documents that contain both text and photographs.	
			Text	Suitable for documents containing mainly text.	
			Photo	Better copy quality for photographs.	
			Receipt	Suitable for copying receipts.	
2.Brightness —	_	Adjusts the copy brightness for copies.	-000 <b>=</b> +	Press ▲ to increase the brightness or press ▼ to decrease	
			-00 <b>0</b> 00+*	the brightness.	
			-≣□□□+		
3.Contrast	_	Adjust the contrast to help an image look sharper and more vivid.	-000 <b>1</b> + -0010+ -00100+*	Press ▲ to increase the contrast or press ▼ to decrease the contrast.	
			- III		
4.ID Copy	1.Quality	You can change the default settings for ID Copy.	Auto* Lighter	Auto is the standard mode for ordinary printouts. If you want to make it clearer, choose Lighter.	
	2.Brightness		-0000#+ -000#0+* -00000+ -00000+	Press ▲ to increase the brightness or press ▼ to decrease the brightness.	
	3.Contrast		-0000 <b>0</b> + -000 <b>0</b> 0+ -00000+ -00000+	Press ▲ to increase the contrast or press ▼ to decrease the contrast.	
The factory setting	s are shown in Bold	with an asterisk.			

## 2. Copy (continued)

Level 2	Level 3	Descriptions 1	Options	Descriptions 2	Page
4.ID Copy (Continued)	4.2in1/1in1		2in1*	Allows you to use the 2 in 1 (ID) Copy/Co py Options 1 key or 2 in 1 (ID) Copy 2 key as a double-sided copy.	21
			linl	Allows you to use the 2 in 1 (ID) Copy/Co py Options 1 key or 2 in 1 (ID) Copy 2 key as a one-sided copy.	23

<sup>&</sup>lt;sup>1</sup> For DCP-1612W

## 3. Printer

### 3. Printer

Level 2	Level 3	Descriptions 1	Options	Descriptions 2	Page
1.Print Options	1.Test Print	Prints a test page.	_		
2.Auto	_	If this setting is	On*		
Continue		anabled the machine	Off	Size mismatch is displayed on the LCD and printing does not occur.	
3.Reset	_	Restores the printer	▲ Reset		
Printer		settings to the original factory default settings.	▼ Exit		
The factory setting	s are shown in Bold	with an asterisk.		•	

<sup>&</sup>lt;sup>2</sup> For DCP-1512

## 4. Network (For DCP-1612W only)

## 4. Network

Level 2	Level 3	Descriptions 1	Level 4	Descriptions 2	Page
1.WLAN	1.TCP/IP	_	1.Boot Method	Auto*	
				Static	
				RARP	
				BOOTP	
				DHCP	
				Chooses the BOOT method that best suits your needs.	
			2.IP Address	Enter the IP address.	
			3.Subnet Mask	Enter the Subnet mask.	
			4.Gateway	Enter the Gateway address.	
			5.Node Name	Enter the Node name. (Up to 32 characters)	
			6.WINS Config	Auto*	
				Static	
				Chooses the WINS configuration mode.	
			7.WINS Server	Specifies the IP address of the primary or secondary WINS server.	
				Primary	
				[000-255].[000- 255].[000-255].[000- 255]	
				Secondary	
				[000-255].[000- 255].[000-255].[000- 255]	
The factory setting	s are shown in Bold	l with an asterisk.	L		1

## 4. Network (continued)

Level 2	Level 3	Descriptions 1	Level 4	Descriptions 2	Page
1.WLAN (Continued)	1.TCP/IP (Continued)	_	8.DNS Server	Specifies the IP address of the primary or secondary DNS server.	
				Primary	
				[000-255].[000- 255].[000-255].[000- 255]	
				Secondary	
				[000-255].[000- 255].[000-255].[000- 255]	
			9.APIPA	On*	
				Off	
				Automatically allocates the IP address from the link-local address range.	
			0.IPv6	On	
				Off*	
				Enable or Disable the IPv6 protocol. If you want to use the IPv6 protocol, visit http://support.brothercom_for more information.	
	2.WLAN Assistant	(Windows® only) You can configure your wireless network settings using the Brother CD-ROM.	_		
	3.Setup Wizard	The Setup Wizard guides you through the wireless network configuration.	_		
	4.WPS/AOSS	You can easily configure your wireless network settings using the one-button push method.	_		
	5.WPS w/PIN Code	You can easily configure your wireless network settings using WPS with a PIN code.			
The factory setting	s are shown in Bold	with an asterisk.			

## 4. Network (continued)

Level 2	Level 3	Descriptions 1	Level 4	Descriptions 2	Page
1.WLAN (Continued)	6.WLAN Status	_	1.Status	You can see the current wireless network status.	
			2.Signal	You can see the current wireless network signal strength.	
			3.SSID	You can see the current SSID.	
			4.Comm. Mode	You can see the current Communication Mode.	
	7.MAC Address	Shows the MAC address of the machine.			
	8.Set to	Restore the wireless	▲ Reset		
	Default	network setting to factory default.	▼ Exit		
	9.WLAN Enable	Enable or Disable the Wireless LAN manually.	On Off*		
2.Network Reset	_	Restore all network settings back to the factory settings.	▲ Reset ▼ Exit		
The factory setting	gs are shown in Bold	with an asterisk.			

## 5. Machine Info.

## 5. Machine Info. 1

Level 2	Level 3	Descriptions 1	Options	Descriptions 2	Page
1.Serial No.	_	You can check the serial number of your machine.	_		
2.Version	1.Main Version	You can check the firmware version of your machine.	_		
3.Page Counter	_	You can check the number of pages the machine has printed during its life.	Total	Displays the total page count.	
			List	Displays the page counter for lists.	
			Сору	Displays the page counter for copies.	
			Print	Displays the page counter for printed pages.	
4.Parts Life <sup>2</sup>	1.Toner	You can check the percentage of life that remains.	_		
	2.Drum	You can check the percentage of Drum life that remains.	Remaining:xxx%		
5.Print Settings <sup>3</sup>	_	Print a list of your settings for printing.			
6.User Settings <sup>4</sup>	_	Lists your settings.	_		
7.Network Config <sup>3</sup>	_	Print a list of your Network settings.	_		
8.WLAN Report <sup>3</sup>	_	Prints the result of wireless LAN connectivity diagnosis.			
9.Reset Drum <sup>5</sup>	_	You can reset the	▲ Reset		31
		drum counter when you replace the drum unit with a new one	▼ Exit		

<sup>&</sup>lt;sup>1</sup> For DCP-1512, this menu is 4.Machine Info..

 $<sup>^2</sup>$   $\,$  For DCP-1512, this menu is 5.Parts Life.

<sup>&</sup>lt;sup>3</sup> For DCP-1612W only

 $<sup>^{\</sup>rm 4}$   $\,$  For DCP-1512, this menu is 4.User Settings.

 $<sup>^{5}\,\,</sup>$  For DCP-1512, this menu is 6 . Reset  $\,$  Drum.

## **Entering text**

## Wireless network models

When setting certain options, such as the Network Key, you must enter characters on the machine.

- Press **OK** when the character or symbol you want is displayed, and then enter the next character.
- Press Clear to delete characters entered incorrectly.

## **Ecology features**

## Deep Sleep mode

If the machine does not receive any jobs for a certain length of time, the machine will go into Deep Sleep mode automatically and the LCD will show Deep Sleep. The machine will wake up when it receives a print job.

### **Auto Power Off**

If the machine remains in Deep Sleep mode for the time set in the Auto Power Off settings, it will automatically go into Power Off mode. Power Off mode is the lowest power consumption mode, which achieves a power consumption of approximately 0.5 W. To disable the Power Off mode, press

- 1 Press Menu and then press ▲ or ▼ to choose 1.General Setup.
  Press OK.
- Press ▲ or ▼ to choose 2. Ecology. Press OK.
- Press ▲ or ▼ to choose how many hours before the machine goes into Power Off mode. Choose 1 hour, 2 hours, 4 hours, 8 hours or Off.

  Press OK.
- 5 Press Stop/Exit.

## **Toner Settings**

# Toner Setting (Continue mode)

You can set the machine to continue printing after the LCD shows Replace Toner.

The machine will continue printing until the LCD shows Toner Ended.

- 1 Press Menu and then press ▲ or ▼ to choose 1.General Setup.
  Press OK.
- Press A or ▼ to choose 4.Replace Toner.
  Press OK.
- 3 Press A or ▼ to choose Continue or Stop.
  Press OK.
- Press Stop/Exit.

#### NOTE

- If you continue printing in the Continue mode, the print may appear lighter.
- After replacing the toner cartridge with a new one, the Continue mode will go back to the default setting (Stop).

# Paper Setting

## **Paper settings**

## **Paper Type**

- 1 Press Menu and then press ▲ or ▼ to choose 1.General Setup.

  Press OK.
- Press ▲ or ▼ to choose 1. Paper.
  Press OK.
- Press A or ▼ to choose 1. Paper Type. Press OK.
- Press ▲ or ▼ to choose Plain or Recycled Paper. Press OK.
- 6 Press Stop/Exit.

## **Paper Size**

- 1 Press Menu and then press ▲ or ▼ to choose 1.General Setup.

  Press OK.
- Press A or ▼ to choose 1. Paper. Press OK.
- Press A or ▼ to choose 2.Paper Size. Press OK.
- (For DCP-1512)
  Press ▲ or ▼ to choose A4, Letter,
  Legal Or Folio.
  Press OK.

(For DCP-1612W)

Press ▲ or ▼ to choose A4, Letter,
Legal, Folio, A5, A5 L, B5 or
Executive.

Press OK.

5 Press Stop/Exit.

## Acceptable paper

Print quality may vary according to the type of paper you are using.

# Recommended paper and print media

To get the best print quality, we suggest using the following paper.

Paper Type	Item	
Plain paper	Xerox 4200 20 lb	
	Hammermill Laser Print 24 lb (90 g/m²)	
Recycled Paper	(No specific brand recommended)	

## Paper tray capacity

Paper size	(DCP-1512) A4, Letter, Legal, Folio
	(DCP-1612W) A4, Letter, Legal, Folio, A5, A5(Long Edge), B5, Executive
Paper types	Plain paper, Recycled paper
No. of sheets	up to 150 (20 lb (80 g/m <sup>2</sup> ))
Paper weight	17 lb - 28 lb (65 - 105 g/m <sup>2</sup> )

Some important guidelines when selecting paper are:

- DO NOT use inkjet paper because it may cause a paper jam or damage your machine.
- Preprinted paper must use ink that can withstand the temperature of the machine's fusing process 392 °F (200 °C).

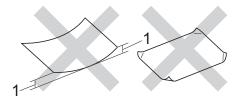
#### Types of paper to avoid

#### **IMPORTANT**

Some types of paper may not perform well or may cause damage to your machine.

#### DO NOT use paper:

- · that is highly textured
- that is extremely smooth or shiny
- · that is curled or warped



- 1 A curl of 0.08 in. (2 mm) or greater may cause jams to occur.
- · that is coated or has a chemical finish
- · that is damaged, creased or folded
- that exceeds the recommended weight specification in this guide
- with tabs and staples
- with letterheads using low temperature dyes or thermography
- · that is multipart or carbonless
- · that is designed for inkjet printing

If you use any of the types of paper listed above, they may damage your machine. This damage is not covered under any Brother warranty or service agreement.

# **Loading documents**

# How to load documents

## Using the scanner glass

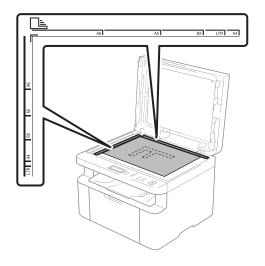
You can use the scanner glass to copy or scan pages of a book, one page at a time.

### **Document Sizes Supported**

Length:	Up to 11.8 in. (300.0 mm)
Width:	Up to 8.5 in. (215.9 mm)
Weight:	Up to 4.4 lb (2.0 kg)

#### How to load documents

- 1 Lift the document cover.
- 2 Using the document guidelines on the left and top, place the document face down in the upper left corner of the scanner glass.





3 Close the document cover.

#### NOTE

If the document is a book or is thick do not slam the cover or press on it.

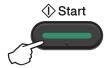
# 4

# Making copies

## How to copy

- 1 Load your document.

  After placing the document on the scanner glass, close the document cover.
- Press ▲ or ▼ to enter the number of copies you want.
- 3 Press Start to copy.



## **ID COPY**

You can make one-sided and double-sided copies of identification cards.

Double-sided ID Copy can copy both sides of your identification card onto one page, keeping the original card size.

The result of the double-sided ID Copy is shown below.



#### NOTE

- You can copy an identification card to the extent permitted under applicable laws.
   (For more information, see Product Safety Guide: Unlawful use of copying equipment)
- For the ID Copy Settings, see 2. Copy on page 10.

## **Double-sided ID Copy**

- 1 Press Menu and then press ▲ or ▼ to choose 2.Copy.
  Press OK.
- Press ▲ or ▼ to choose 4.ID Copy.
  Press OK.
- Press A or ▼ to choose 4.2in1/1in1. Press OK. Press A or ▼ to choose 2in1 for double-sided copy as a default. Press OK and then press Stop/Exit.
- Press ▲ or ▼ to enter the number of copies you want.

(For DCP-1512) Press **2 in 1 (ID) Copy**.

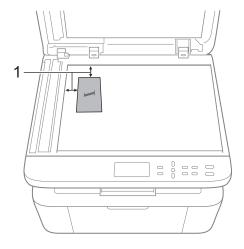
(For DCP-1612W)

Press 2 in 1 (ID) Copy/Copy Options.

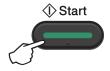
Press ▲ or ▼ to choose Double-sided

ID.

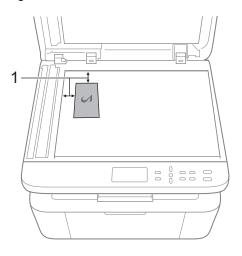
6 Place your identification card face down as shown, towards the top left of the scanner glass. Make sure the identification card is at least 0.16 in. (4 mm) from the edges of the glass (1).



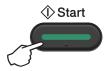
- 0.16 in. (4 mm) or greater (top, left)
- 7 Press Start to scan.



8 Turn over your identification card and place it at the left side of the scanner glass.



- <sup>1</sup> 0.16 in. (4 mm) or greater (top, left)
- 9 Press **Start** to scan.



## **One-sided ID Copy**

- 1 Press Menu and then press ▲ or ▼ to choose 2.Copy.
  Press OK.
- Press ▲ or ▼ to choose 4.ID Copy. Press OK.
- 3 Press ▲ or ▼ to choose 4.2in1/1in1. Press OK. Press ▲ or ▼ to choose 1in1 for one-sided copy as a default. Press OK and then press Stop/Exit.
- Press ▲ or ▼ to enter the number of copies you want.
- 5 Place your identification card *face down* on the scanner glass.
- 6 (For DCP-1512) Press **2 in 1 (ID) Copy**.

(For DCP-1612W)

Press 2 in 1 (ID) Copy/Copy Options.

Press ▲ or ▼ to choose Double-sided

ID.

# Other copies

Make sure you are in COPY mode. Use the **Copy Options** or **2 in 1 (ID) Copy/Copy Options** key to quickly set the following copy settings only for the next copy.

Press	Menu selections	Options
(DCP-1512)  Copy Options  (DCP-1612W)  2 in 1 (ID) Copy / Copy Options	Press ▲ or ▼, then press OK.	Press ▲ or ▼, then press OK.  OK
	Quality	Auto*
		Text
		Photo
		Receipt
	Stack/Sort	Stack*
		Sort
	Brightness	- ■□□□□+
		-□■□□□+
		-□□■□□+*
		-□□□■□+
		-□□□□■+
	Contrast	- ■□□□□+
		-□■□□□+
		-□□■□□+*
		-□□□■□+
		-□□□■+
The factory settings are shown in	Bold with an asterisk.	

Press	Menu selections	Options
(DCP-1512)  Copy Options  (DCP-1612W)  2 in 1 (ID) Copy / Copy Options	Press ▲ or ▼, then press OK.	Press ▲ or ▼, then press OK.
	Enlarge/Reduce	100%*
		97% LTR→A4
		94% A4→LTR
		91% Full Page
		85% LTR-EXE 1
		70% A4→A5 <sup>1</sup>
		50%
		Custom(25-400%)
		200%
		141% A5-A4 <sup>1</sup>
		104% EXE→LTR <sup>1</sup>
	Page Layout	Off(1 in 1)*
		2 in 1 (P)
		2 in 1 (L)
		4 in 1 (P)
		4 in 1 (L)
The factory settings are show	n in Bold with an asterisk.	

<sup>&</sup>lt;sup>1</sup> For DCP-1612W only

# How to scan to a computer

# Scanning a document as a PDF file using ControlCenter4

(For further information, see Software and Network User's Guide: Scanning).

#### NOTE

The screens on your PC may vary depending on your model.

ControlCenter4 is a software utility that lets you quickly and easily access the applications you use most often.

- 1 Load your document.
- Do one of the following: (Windows<sup>®</sup> XP, Windows Vista<sup>®</sup> and Windows<sup>®</sup> 7)

Click

(Start) > All Programs > Brother > Brother Utilities, and then click the

drop-down list and select your model name (if not already selected). Click **SCAN** in the left navigation bar, and then click **ControlCenter4**.

The ControlCenter4 application will open.

(Windows<sup>®</sup> 8)

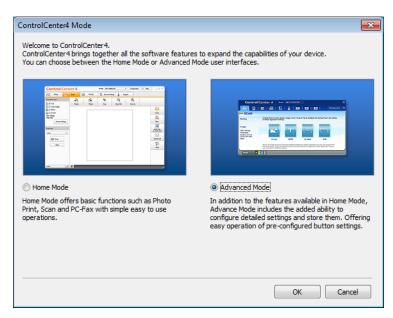
Click

(Brother Utilities), and then click the drop-down list and select your model

name (if not already selected). Click **SCAN** in the left navigation bar, and then click **ControlCenter4**.

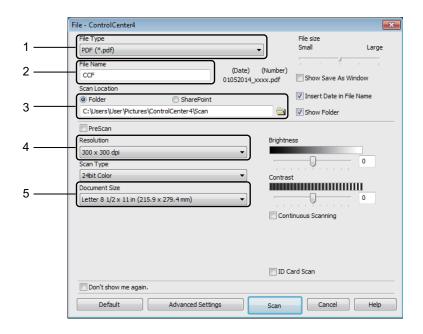
The ControlCenter4 application will open.

3 Choose Advanced Mode and then click OK.



Click File in the Scan tab.





- 1 Choose **PDF** (\*.pdf) from the File Type drop-down list.
- 2 You can enter the file name you want to use for the document.
- 3 When you select the **Folder** check box, you can save the file to the default folder, or choose your preferred folder by clicking the (**Browse**) button.
  - When you select the **SharePoint** check box, you can save the file to a SharePoint library by entering the address.
- 4 You can choose a scanning resolution from the **Resolution** drop-down list.
- 5 You can choose the document size from the **Document Size** drop-down list.
- 5 Click Scan.

The machine starts the scanning process. The folder where the scanned data is saved will open automatically.

## Scanning using the SCAN key

#### NOTE

If you want to use this function, install the MFL-Pro Suite and connect the machine to your PC with a USB cable.

- 1 Load your document. (See How to load documents on page 20.)
- 2 Press (SCAN).
- 3 Press A or ▼ to choose Scan to PC. Press OK.
- Press A or ▼ to choose a scan type (File, E-mail or Image.) Press OK.
- 5 Do one of the following:
  - To change the scan settings, press A or T to select Yes, and then press OK. Following the LCD instructions to change the settings you want.
  - To use the default scan settings, press or v to select No, and then press OK.
- 6 Press **Start**.
  The machine starts the scanning process.

## **SCAN** key settings

You can change your machine's **SCAN** key settings using ControlCenter4.

1 Do one of the following:
(Windows<sup>®</sup> XP, Windows Vista<sup>®</sup> and Windows<sup>®</sup> 7)



(Start) > All Programs > Brother > Brother Utilities, and then click the

drop-down list and select your model name (if not already selected). Click **SCAN** in the left navigation bar, and then click **ControlCenter4**.

The ControlCenter4 application will open.

(Windows<sup>®</sup> 8)

Click 📆 (Br

(Brother Utilities), and then click the drop-down list and select your model

name (if not already selected). Click **SCAN** in the left navigation bar, and then click **ControlCenter4**.

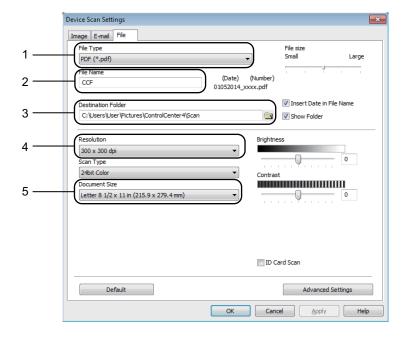
The ControlCenter4 application will open.

Click the Device Settings tab.

3 Click Device Scan Settings.



4 Choose the **File** tab. You can change the default settings.



- 1 You can choose the file type from the drop-down list.
- 2 You can enter the file name you want to use for the document.
- 3 You can save the file to the default folder, or choose your preferred folder by clicking the (Browse) button.
- 4 You can choose a scanning resolution from the **Resolution** drop-down list.
- 5 You can choose the document size from the **Document Size** drop-down list.
- 5 Click **OK**.



# Troubleshooting and other information

#### Consumable items

The drum unit and toner cartridge are two separate consumables. Make sure both are installed as an assembly. For more information on how to replace the consumable items, see the instructions included with the drum unit for replacing the drum unit or see the instructions printed on the box of the toner cartridge for replacing the toner cartridge.

Toner cartridge	Drum unit
TN-1030	DR-1030

#### NOTE

- Brother machines are designed to work with toner of a particular specification and will work to a level of optimum performance when used with Brother Original toner cartridges. Brother cannot guarantee this optimum performance if toner or toner cartridges of other specifications are used. The machine may not detect toner or toner cartridges of other specifications correctly but may instead detect such items as standard yield toner cartridges. Brother does not therefore recommend the use of cartridges other than Brother Original cartridges with this machine, or the refilling of empty cartridges with toner from other sources. If damage is caused to the drum unit or other parts of this machine as a result of the use of toner or toner cartridges other than Brother Original products due to the incompatibility or lack of suitability of those products with this machine, any repairs required as a result may not be covered by the warranty.
- For best performance, use a Brother Original drum and toner cartridge. Printing with a third
  party drum unit or toner cartridge may reduce not only the print quality but also the quality and
  life of the machine itself. Warranty coverage may not apply to problems caused by the use of
  a third party drum or toner cartridge.
- Go to <a href="http://www.brother.com/original/index.html">http://www.brother.com/original/index.html</a> for instructions on how to return your used consumable items to the Brother recycling program. If you choose not to return your used items, please discard the used consumable according to local regulations, keeping it separate from domestic waste. If you have questions, call your local waste disposal office. (See Product Safety Guide: Recycling information in accordance with the WEEE and Battery Directives)

#### NOTE

 The projected life for each of the toner cartridges is based on ISO/IEC 19752. Frequency of replacement will vary depending on the complexity of printed pages, percentage of coverage and type of media used.

#### Α

## Identifying your problem

First, check the following:

- The machine's power cord is connected correctly and the machine is turned on.
- All of the protective parts have been removed.
- Paper is inserted correctly in the paper tray.
- The interface cables are securely connected to the machine and the computer.

If you did not solve your problem with the above checks, identify your problem and then go to the page suggested below:

Improving the print quality on page 35

If the machine is connected to a PC, depending on the error, a Popup application may appear on the PC.

Follow the instructions on the screen to resolve the error.

## **Error and maintenance messages**

The most common error and maintenance messages are shown below.

If you need more help, the Brother Solutions Center offers the latest FAQs and troubleshooting tips:

Visit us at <a href="http://support.brother.com">http://support.brother.com</a>.

Error Message	Cause	Action	
Cartridge Error Put the Toner	The toner cartridge is not installed correctly.	Put the toner cartridge firmly into the drum unit, and then put is back in the machine.	
Cartridge back in.	Verify you are using a Brother toner cartridge.	Use only a Brother Original drum unit and Brother Original toner cartridge.	
Drum End Soon Replace Drum	It is time to replace the drum unit.	Replace the drum unit or reset the drum unit counter when a new drum is installed. (See the	
	The drum unit counter was not reset when a new drum was installed.	instructions that are supplied with the new drum unit.)	
Out of Memory	The machine's memory is full.	Copy operation in process	
		Do one of the following:	
		■ Press <b>Start</b> to copy the scanned pages.	
		Press Stop/Exit and wait until the other operations in progress finish, and then try again.	
		Print operation in process	
		■ Press <b>Stop/Exit</b> . The machine will cancel the print job and clear it from the memory.	
		■ Lower the print quality.	
		(For more information, see Software and Network User's Guide: <i>Printing</i> )	
Self-Diagnostic	The temperature of the fuser unit does not rise to a specified temperature within the specified time.	Turn the machine off, wait a few seconds, and then turn it on again. Leave the machine idle for 15 minutes with the power on.	
	The fuser unit is too hot.		
Size mismatch	The paper in the tray is not the correct size.	Load the correct size of paper in the tray and set the size of paper to the tray.	
Toner Low	If the LCD shows Toner Low you can still print; however, the machine is telling you that the toner cartridge is near the end of its life.	Order a new Brother toner cartridge now so a replacement toner cartridge will be available when the LCD shows Replace Toner or Toner Ended.	

## Improving the print quality

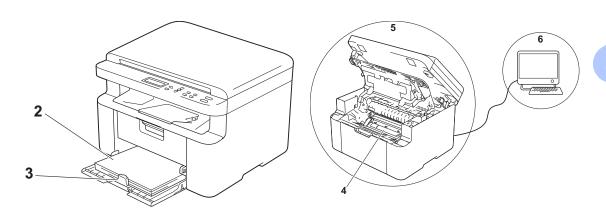
#### NOTE

Brother does not recommend the use of cartridges other than Brother Original cartridges or the refilling of used cartridges with toner from other sources.

If you are having problems with print results, check the following:

1 The machine's environment.

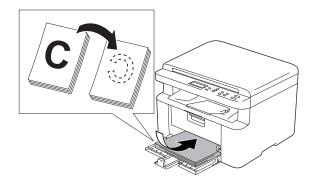
Choose a location where the temperature remains between 50 °F and 90 °F (10 °C and 32 °C) and the humidity is between 20% to 80% (without condensation).

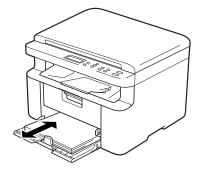


- 2 Acceptable paper is loaded in the paper tray.See Acceptable paper on page 18
- 3 The paper is loaded correctly in the machine.

Turning the paper over may help paper loading become smoother.

Adjusting the guide may help paper loading become smoother.

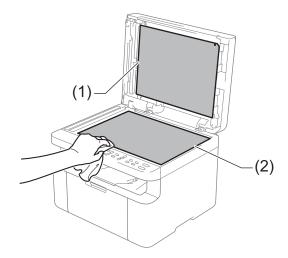




4 Replace the toner cartridge or the drum unit.

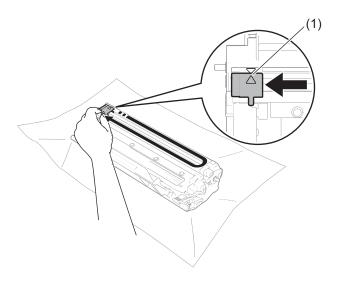
For more information on how to replace the consumable items, see the instructions included with the drum unit for replacing the drum unit or see the instructions printed on the box of the toner cartridge for replacing the toner cartridge.

- 5 Clean the inside of the machine.
  - Cleaning the scanner glass
     Clean the white plastic surface (1) and scanner glass (2).



■ Cleaning the corona wire

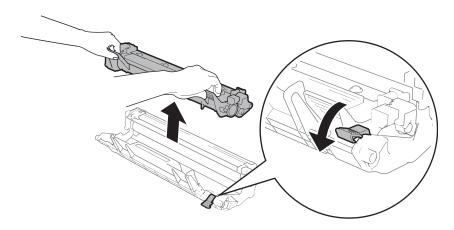
Slide the green tab from left to right and right to left several times.



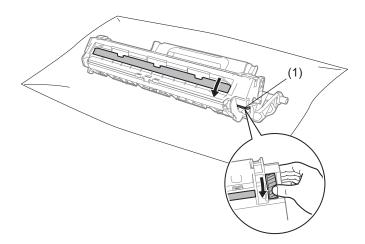
#### NOTE

Be sure to return the tab to the home position ( $\blacktriangle$ ) (1). If you do not, printed pages may have a vertical stripe.

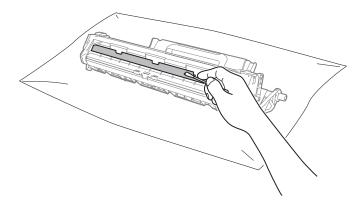
Clean the drum unit if black or white dots appear on printed pages
 Push down the lock lever and take the toner cartridge out of the drum unit.



Turn the drum unit gear by hand while looking at the surface of the drum roller (1).

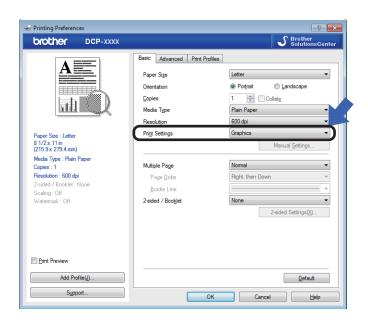


Wipe the surface of the drum gently with a dry cotton swab until the dust or glue on the surface comes off.

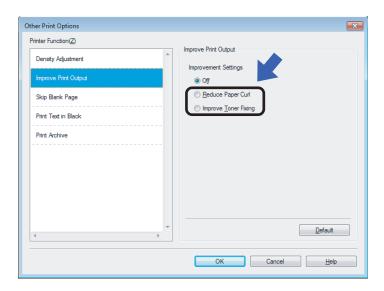


6 Check the printer driver settings.

Try changing the **Print Settings** in the **Basic** tab.



If the paper is curled or the toner is not fixed well on the paper, you can adjust these settings in **Improve Print Output**. Click **Other Print Options** in the **Advanced** tab.



## **Paper Jams**

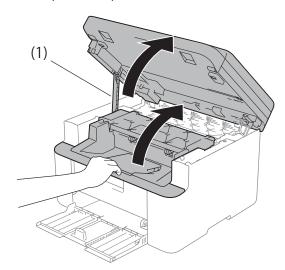
Always remove all paper from the paper tray and straighten the stack when you add new paper. This helps prevent multiple sheets of paper from feeding through the machine at one time and prevents paper jams.

- 1 Turn the machine off.
- Wait at least 15 minutes for the product to cool down before you touch the internal parts of the product.
- 3 Remove all paper loaded in the tray.
- 4 Use both hands to slowly pull out the jammed paper.



5 Open the scanner cover. The pull-arm (1) on the left side of the machine will lock.

Open the top cover.

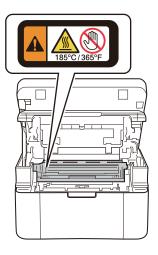


6 Slowly take out the drum unit and toner cartridge assembly.

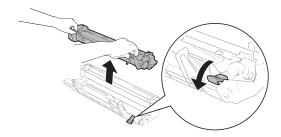


#### **▲ WARNING**

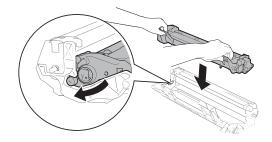
#### MHOT SURFACE



Push down the lock lever and take the toner cartridge out of the drum unit. Remove the jammed paper if there is any inside the drum unit.

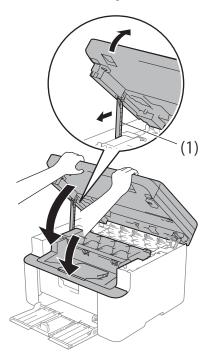


8 Place the toner cartridge back into the drum unit until the lock lever lifts automatically.



- Place the drum unit and toner cartridge assembly back in to the machine.
- Olose the top cover.

  After pulling the pull-arm (1) on the left side of the machine down, close the scanner cover using both hands.



- 11 Load the paper back in to the tray.

  Make sure that the paper is below the protruding section of the rear guide.

  Slide the paper guides to fit the paper size. Make sure that the guides are firmly in the slots.
- 12 Turn the machine on.

## **Cleaning and Checking** the machine

Make sure to read the guidelines in the Product Safety Guide before cleaning the machine.

Clean the outside and inside of the machine regularly with a dry, lint-free cloth. When you replace the toner cartridge or the drum unit, make sure that you clean the inside of the machine. If printed pages are stained with toner, clean the inside of the machine with a dry, lint-free cloth.

#### WARNING





DO NOT use flammable substances, any type of spray, or an organic solvent/liquid containing alcohol or ammonia to clean the inside or outside of the product. Doing so could cause a fire or electrical shock. Instead, use only a dry, lint-free cloth.

(See Product Safety Guide: General precautions)







# B

## Specifications

## General

Model			DCP-1512	DCP-1612W
Printer T	Printer Type		Laser	
Print Met	hod		Electrophotographic Laser Printer	
Memory	Capacity		16 MB	32 MB
Power So	ource		110-120 V AC 50/60 Hz	
Power Consum	ation	Peak <sup>1</sup>	Approx. 1,068 W	
(Average)		Printing <sup>1</sup>	Approx. 380 W at 77 °F (25 °C)	Approx. 390 W at 77 °F (25 °C)
		Copying <sup>1</sup>	Approx. 380 W at 77 °F (25 °C)	Approx. 390 W at 77 °F (25 °C)
		Ready <sup>1</sup>	Approx. 40 W at 77 °F (25 °C)	Approx. 50 W at 77 °F (25 °C)
		Deep Sleep <sup>1</sup>	Approx. 0.8 W	Approx. 0.9 W
		Power Off <sup>123</sup>	Approx. 0.28 W	
				0.0 in. 55 mm 13.4 in. 340 mm
Weights	(with cons	umables)	7.0 kg	7.2 kg
Noise Level	Sound Pressure	Printing	LPAM = 52 dB(A)	LPAM = 52 dB (A)
	Sound Power	Printing	LwAd = 6.59 B(A)	Lwad = 6.6 B (A)
Tempera	ture	Operating	50 to 90 °F (10 to 32 °C)	
		Storage	32 to 104 °F (0 to 40 °C)	
Humidity		Operating	20 to 80% (without condensation)	
		Storage	35 to 85% (without condensation)	
Interface	USB		Hi-Speed USB 2.0 <sup>4 5</sup>	
			It is recommended you use a USB 2.0 cable (Type A/B) that is more than 2 meters long.	

Model			DCP-1512	DCP-1612W
Support OS	Windows	®	Windows <sup>®</sup> XP Home, Windows <sup>®</sup> XP Professional, Windows <sup>®</sup> XP Professional x64 Edition, Windows Vista <sup>®</sup> , Windows <sup>®</sup> 7, Windows <sup>®</sup> 8, Windows <sup>®</sup> 8.1	Windows® XP Home, Windows® XP Professional, Windows® XP Professional x64 Edition, Windows Vista®, Windows® 7, Windows® 8, Windows® 8.1, Windows Server® 2003, Windows Server® 2003 x64 Edition, Windows Server® 2008, Windows Server® 2008 R2, Windows Server® 2012, Windows Server® 2012 R2
	Mac OS		OS X 10.7.5, 10.8.x, 10.9.x	
Comsumables	Toner Ca	artridge (Inbox)	Approx. 700 pages A4 or Letter page <sup>6</sup>	
	Toner Ca (Standar	•	Approx. 1,000 pages A4 or Letter page <sup>6</sup>	
		Model Name	TN-1030	
	Drum Unit		Approx. 10,000 pages A4 or Letter pages (1 page / job) <sup>7</sup>	
		Model Name	DR-1030	

<sup>&</sup>lt;sup>1</sup> Measured when the machine is connected to the USB interface.

### **Document Size**

Model	DCP-1512	DCP-1612W
Scanner Glass	One sheet per time	
Document Size	Length: Up to 11.8 in. (300.0 mm)	
	Width: Up to 8.5 in. (215.9 mm)	
Weight	Up to 4.4 lb (2.0 kg)	

Power consumption varies slightly depending on the usage environment or part wear.

Measured according to IEC 62301 Edition 2.0.

Your machine has a Hi-Speed USB 2.0 interface. The machine can also be connected to a computer that has a USB 1.1 interface.

<sup>&</sup>lt;sup>5</sup> Third-party USB ports are not supported.

Approx. cartridge yield is declared in accordance with ISO/IEC 19752.

<sup>&</sup>lt;sup>7</sup> Drum life is approximate and may vary by type of use.

## **Print Media**

Model			DCP-1512 DCP-1612W		
Paper	PaperPaperPaper Type		Plain Paper, Recycled Paper		
Input	Tray	Paper Size	A4, Letter, Legal, Folio	A4, Letter, Legal, Folio, A5, A5(Long Edge), B5, Executive	
				Width: 5.8 to 8.5 in. (148 to 216 mm) Length: 5.8 to 14 in. (148 to 355.6 mm)	
		Paper Weight	17 lb to 28 lb (65 to 105 g/m <sup>2</sup> )		
		Maximum Paper Capacity	Up to 150 sheets of 20 lb (80 g/m	0 lb (80 g/m²) Plain paper	
Paper Output	Face-Dow	n Output Tray	Up to 50 sheets of 20 lb (80 g/m²) Plain Paper (face-down delive to the face-down output paper tray)		

## Copy

Model	DCP-1512	DCP-1612W
Copy Width	Max. 8.27 in. (210 mm)	
Multiple Copies	Stacks or Sorts up to 99 pages	
Reduce/Enlarge	25% to 400% (in increments of 1%)	
Resolution	Up to 600 × 600 dpi	
First Copy Out Time <sup>1</sup>	Less than 16 seconds at 73.4 °F (23 °C) / 115V	

<sup>&</sup>lt;sup>1</sup> From Ready mode and standard tray

#### Scanner

Model		DCP-1512 DCP-1612W	
Color		Yes	
TWAIN Compli	iant	Yes (Windows <sup>®</sup> XP/ Windows Vista <sup>®</sup> / Windows <sup>®</sup> 7 / Windows <sup>®</sup> 8 / Windows <sup>®</sup> 8.1 / OS X v10.7.5, 10.8.x, 10.9.x <sup>1</sup> )	
WIA Complian	t	Yes (Windows <sup>®</sup> XP / Windows Vista <sup>®</sup> / Windows <sup>®</sup> 7 / Windows <sup>®</sup> 8 / Windows <sup>®</sup> 8.1)	
ICA Compliant	:	Yes (OS X v10.7.5, 10.8.x, 10.9.x)	)
Color Depth	Color	24 bit color processing (Input)	
		24 bit color processing (Output)	
	Greyscale	8 bit color processing (Input)	
		8 bit color processing (Output)	
Resolution		Up to $19,200 \times 19,200$ dpi (interpolated) <sup>2</sup>	
		Up to $600 \times 1200$ dpi (optical) <sup>2</sup>	
Scanning Widt	th	Max. 8.27 in. (210 mm)	

For the latest driver updates for the version of OS X you are using, visit us at <a href="http://support.brother.com">http://support.brother.com</a>.

#### **Printer**

Model	DCP-1512	DCP-1612W
Resolution	Up to 2400 × 600 dpi (HQ1200 technology)	
Print Speed <sup>1</sup>	Up to 20 pages/minute (A4 size)	
	Up to 21 pages/minute (LTR size)	
First Print Out Time <sup>2</sup>	Less than 10 seconds at 73.4 °F (23 °C) / 115V	

The print speed may vary depending on the type of document you print.

Maximum 1200 × 1200 dpi scanning with the WIA driver in Windows® XP, Windows Vista®, Windows® 7, Windows® 8 and Windows® 8.1 (resolution up to 19200 × 19200 dpi can be chosen by using the scanner utility)

<sup>&</sup>lt;sup>2</sup> From Ready mode and standard tray

## Network (LAN) (DCP-1612W only)

#### NOTE

For more information about the Network specifications, see Software and Network User's Guide

Model		DCP-1612W
LAN		You can connect your machine to a network for Network Printing and Network Scanning.  Also included is Brother BRAdmin Light <sup>1 2</sup> Network Management software.
Protocols	IPv4	ARP, RARP, BOOTP, DHCP, APIPA(Auto IP), WINS/NetBIOS name resolution, DNS resolver, mDNS, LLMNR responder, LPR/LPD, Custom Raw Port/Port 9100, IPP, FTP Server, SNMPv1/v2c, HTTP Server, TFTP Client and Server, SMTP Client, ICMP, Web Services (Print/Scan)
	IPv6	NDP, RA, DNS Resolver, mDNS, LLMNR responder, LPR/LPD, Custom Raw Port/ Port 9100, IPP, FTP Server, SNMPv1/v2c, HTTP Server, TFTP Client and Server, SMTP Client, ICMPv6, Web Services (Print/Scan)
Security Protocols	Wireless	SMTP-AUTH
Wireless Network Security		WEP 64/128, WPA-PSK (TKIP/AES), WPA2-PSK (AES)
Wireless Network	AOSS™	Yes
Setup Support Utility	WPS	Yes

<sup>(</sup>For Windows® users) Brother BRAdmin Light is available from the CD-ROM provided with the machine. (For Macintosh users) Brother BRAdmin Light is available as a download from <a href="http://support.brother.com">http://support.brother.com</a>.

<sup>&</sup>lt;sup>2</sup> (For Windows<sup>®</sup> users) If you require more advanced printer management, use the latest Brother BRAdmin Professional utility version that is available as a download from http://support.brother.com.

# C Index

A	N	
Auto Power Off17	Network (LAN)	
_	specifications	. 47
В	D	
Brother numbersi	P	40
0	Paper	
С	jamrecommended	
Cleaning	size	
corona wire36	tray capacity	
drum unit	Print	. 10
scanner36	quality	25
Consumable items31	resolution	
Control panel overview5	specifications	_
·	Programming your machine	
Copy 2 in 1 (ID) Copy/Copy Options key5	Programming your machine	0
Copy Options key5	Q	
D	Quality	
	printing	. 35
Deep Sleep mode17		
Dimensions43	R	
Document		
how to load20	Resolution	
Drum unit31	copy	. 45
cleaning37	print	. 46
	scan	. 46
E	6	
Error messages on LCD34	S	
Life messages on LCD	Scan a document to a computer	26
Н	Scanner glass	. 20
<u> </u>	using	20
Help	Scanning	
LCD messages6	Specifications	
Menu Table for DCP models7	copy	
Wicha Table for Bot Middelo	document size	
L	general	
	Network (LAN)	
LCD (liquid crystal display)5, 6	print	
200 (inquite display)	print media	
M	scan	
Maintenance routine 42		

Menu Table ......7

## T

Text, entering
W
Weights



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